

POLICY

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that personal communication devices will not be worn or carried by staff while on duty without the prior authorization of the facility/center director or designee.

PURPOSE

This policy ensures that staff are not distracted from their primary responsibility of care and custody of youth.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

Procedure

Each facility is required to develop and implement standard operating procedures (SOPs) relative to staff's use of personal communication devices. At a minimum, these SOPs must contain the following requirements:

**Written Request
and Approval**

- Staff submits a written request supporting the need to carry a personal communication device to the facility/center director or designee.
- Written approval by facility/center director or designee must specify:
 - Acceptable use of the device.
 - The starting and ending dates of the approval.

AUTHORITY

Social Welfare Act, MCL 400.115a(1)(l)
DMB Procedure 1410.15
DIT Procedure 1410.15